

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

**The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, April 27, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan, Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Deputy County Counsel Shannon Matuszewicz, Commission Counsel/ Rules Negotiator Stephen Shane Stark

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Alison Berry Wilkinson addressed the Commission and introduced herself as the employee representative for some members of the Deputy Sheriff's Association. She expressed concern that calendaring was scheduled before all parties had a chance to determine how many days are needed and that it is beneficial to all parties to have consecutive days. President Nix referred to the March 23, 2011 CSC Regular Meeting Minutes that states the two dates were suggested to be July or August dates due to Appellant's Counsel having tentative court dates scheduled. Ms. Berry Wilkinson wanted the issue noted as a procedural irregularity and referenced CSC Rule 4.07. When requested to provide dates, she said she was not aware that the matter was agendaized. If she would have known, then she would have been here. President Nix asked how many days Ms. Berry Wilkinson was asking for. Ms. Berry Wilkinson said that she had the dates calendared, and clarified that it is not an issue of lacking availability; she just wanted the record to show that there was a procedural irregularity in regards to the scheduling of the appellant's hearing.

President Nix asked if there were any others wishing to speak during public comment. Being none, President Nix closed the public comment period.

3. Minutes

March 23, 2011 Regular Meeting

A motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the March 23, 2011 minutes as presented; motion carried 5-0-0

4. Reports

Commission President

No report.

Civil Service Commission

Commission Subcommittees

No report.

Commission Counsel

No report.

Commission Secretary

Ms. Douglas-Schatz elaborated on Ms. Berry Wilkinson's comments and stated that the request to recuse ourselves extends to the entire HR Staff. This matter is not agendaized, so we will put it on the agenda for Closed Session discussion at the next Regular Meeting on May 25, 2011.

Commission Calendar Updates

General Services Termination Appeal hearing – Ms. Douglas-Schatz explained that the parties have adjusted their approach and requested a second date in May. Based on available dates of the parties, counsel and members of the Commission, the second day of the hearing was scheduled for May 10, 2011 at 10:00 A.M.

Library Termination Appeal hearing – President Nix expressed that she needed to change one of the dates that is calendared for the Library Termination Appeal on June 2nd and 7th. Based on available dates of appellant, respondent, counsel and members of the Commission, June 14 at 9:00 A.M. was added and June 7 was cancelled, subject to agreement by appellant's counsel. Otherwise, possibly have second hearing date on Regular meeting date of May 25, 2011.

Update on County Budget/ Potential Layoffs

President Nix referred to Ms. Douglas-Schatz for the next item on the agenda, under the Commission Secretary's Report. Ms. Douglas-Schatz explained, "HR is working with the Administrative Office and as of today, the numbers are greatly reduced to four layoffs and six reductions (less than full time positions)." Ms. Douglas-Schatz noted that SLOCEA is continuing to look into what can be done to mitigate the situation.

5. Job Class Specifications – Revised

Emily Dabner-Rutter, Personnel Analyst introduced Assessment Manager, Barbara Edginton of the Assessor's Department and presented the revised Job Specification Revisions for Assessment Technician I, II, III, and IV and Supervising Assessment Technician. After staff answered questions the Commission recommended Ms. Dabner-Rutter make suggested changes to clarify details of qualifications and resubmit her revisions during the next Regular Meeting to be held on May 25, 2011.

6. **Closed Session (per Gov. Code, 54957.6): Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.** Prior to adjourning to Closed Session, President Nix offered to move the order of items on the agenda to accommodate parties who are present and may wish to speak regarding item 7. Being none, Closed Session Item 6 and 7 were left in their original order, as shown on the agenda. The Commission adjourned into closed session at 9:54 A.M. to discuss the rule update with their negotiator. Upon reconvening into open session, President Nix reported that direction was given to counsel; no action was taken. President Nix handed the gavel over to Vice President Tappan for Closed Session Item 7.

7. **Closed Session (per Government Code Section 54957): Deliberation of Findings and Decision on remand from trial court, Jeremy Nisse v. County of San Luis Obispo and its Civil Service Commission, San Luis Obispo Superior Court, Case No. CV 10-0255 (Civil Service Commission Appeal No. A09-05)** The Commission adjourned into closed session at 11:07 A.M. to discuss Case No. CV 10-0255 and procedural issues with Commission Counsel. Upon reconvening into open session, Commissioner Bergman reported that the Commissioners did not discuss the Nisse matter, only procedural issues; no action was taken. Commissioner Chapman requested to add Closed Session item to discuss Nisse matter on May 10, 2011 agenda at 9:00 A.M. before 10:00 P.M. hearing.

Civil Service Commission

8. **Adjournment**

Being no further business, the meeting was adjourned by Vice President Tappan at 11.58 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*